



# COUNTY OF LOS ANGELES

## FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

DARYL L. OSBY  
FIRE CHIEF  
FORESTER & FIRE WARDEN

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

29 January 17, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

January 17, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **APPROVE INTERIM HIRING AUTHORITY AND APPROPRIATION ADJUSTMENT TO FUND NEW AND RECLASSIFIED POSITIONS FOR THE CONSOLIDATED FIRE PROTECTION DISTRICT'S CONSTRUCTION AND MAINTENANCE DIVISION (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The Consolidated Fire Protection District of Los Angeles County (District) is requesting interim ordinance authority for forty-one (41) positions, pursuant to County Code Section 6.06.020, and authority to fill these positions as part of the reorganization of the District's Construction and Maintenance Division (CMD). Approval of the appropriation adjustment will provide the necessary funding to implement the CMD reorganization.

#### **JOINT RECOMMENDATION WITH THE CHIEF EXECUTIVE OFFICE THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT:**

1. Approve interim ordinance authority for the District pursuant to County Code Section 6.06.020 for forty-one (41) positions and provide provisional allocations to the District for

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER  
BRADBURY

CALABASAS  
CARSON  
CERRITOS  
CLAREMONT  
COMMERCE  
COVINA  
CUDAHY

DIAMOND BAR  
DUARTE  
EL MONTE  
GARDENA  
GLENDALE  
HAWAIIAN GARDENS  
HAWTHORNE

HIDDEN HILLS  
HUNTINGTON PARK  
INDUSTRY  
INGLEWOOD  
IRVINDALE  
LA CANADA FLINTRIDGE  
LA HABRA

LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER  
LAWDALE  
LOMITA  
LYNWOOD

MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES  
PARAMOUNT  
PICO RIVERA

POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMEAD  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

Fiscal Year 2011-12 (Attachment A), and authorize the District to fill these positions subject to allocation by the Chief Executive Office (CEO).

2. Approve an Appropriation Adjustment (Attachment B) in the amount of \$1.403 million appropriating \$378,000 in the District's Special Services Budget Unit Salaries and Employee Benefits (S&EB) appropriation, \$16,000 in the District's Administrative Services Budget Unit (S&EB) appropriation, and \$1.009 million in the District's Special Services Budget Unit, Capital Assets appropriation.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommendations will improve the efficiency, quality, and responsiveness of safety services to all residents and visitors in areas served by the District.

The CMD was created to provide building maintenance for the District's 200 administrative sites, which comprises 407 structures totaling approximately 2.5 million square feet as well as overseeing the construction of new and replacement structures. The current inventory includes structures dating to the early 1900's to those under construction today. The required maintenance, new construction, and compliance to new regulations and environmental policies are extremely challenging and dynamic with the District's current available workforce. Currently, the CMD has 61 budgeted ordinated positions comprised of administrative, skilled building trades, and professional staff managed by a division chief. The relatively small organizational structure of the CMD cannot support both the maintenance requirements and new construction oversight in recent years which has resulted in increasing reliance on consultants, contract vendors, Internal Services Department, and the Department of Public Works.

In August 2010, District Management, the CEO, and others began an intensive review of the CMD which revealed several areas requiring improvement. An interim plan was developed, presented to your Board and implemented by the District until further studies could be conducted by the CEO Compensation and Classification Division to determine a more appropriate staffing level for the CMD. It was anticipated that the District would transition from the interim plan to the new staffing model by the beginning of Fiscal Year 2011-2012.

The CEO has reviewed and recommended a reorganization of the District's CMD which will provide the District a cost effective internal support mechanism of maintaining the inventory of structures in use by the District as well as manage environmental concerns and new construction projects. The new organization will provide the necessary level of internal staff to maintain District facilities and to respond to operational needs in a timely manner. Unique to many County departments, the District maintains over 170 facilities, which house personnel 24 hours a day, 7 days a week creating a need for emergency repairs.

Approval of the recommendations will allow the District to fill the forty-one (41) positions necessary to implement the CMD reorganization this fiscal year. The reorganization includes

one Administrative Services Manager I, which will be placed in the District's Administrative Services Bureau, Contracts Section to oversee contracts in four (4) divisions of the Special Services Bureau. The District will incorporate the reorganization into the Fiscal Year 2012-13 budget request, thereby ending the interim ordinance authority and request permanent ordinances.

Prior to hiring or promoting any employees in the building crafts or general maintenance series, the District will first consider ISD employees who will be impacted by Senate Bill (SB) 1732.

### **Implementation of Strategic Plan Goals**

Approval of the recommendations will promote the County Strategic Plan Goal for Operational Effectiveness (Goal 1) and Public Safety (Goal 5).

### **FISCAL IMPACT/FINANCING**

The CMD reorganization will result in cost savings realized by the elimination of consultants and many contract services.

Implementation this fiscal year, will require \$394,000 for two month's salary and employee benefits and includes a one-time cost of \$1.009 million for new vehicles (capital assets). These cost increases will be offset by a \$1.403 million reduction in Services and Supplies related to the elimination of consultants and minimizing vendor contracts.

Approval of the attached appropriation adjustment will provide sufficient funding for the CMD reorganization.

The CMD reorganization will also generate an ongoing cost savings of approximately \$1.6 million beginning in Fiscal Year 2012-13.

There is no impact to net County cost.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

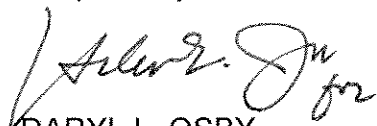
Approval of these recommendations will enhance the District's operational effectiveness by providing the necessary positions to efficiently provide maintenance and respond to emergency service needs.

**CONCLUSION**

Upon approval, please return a copy of the adopted letter to the following office:

Consolidated Fire Protection District of Los Angeles County  
Executive Office, Business Operations  
1320 N. Eastern Avenue  
Los Angeles, CA 90063  
Attention: Acting Chief Deputy David Richardson, Jr.

Respectfully submitted,

  
DARYL L. OSBY  
Fire Chief

  
WILLIAM T FUJIOKA  
Chief Executive Officer

DLO:WTF:trb

Attachments

c: Auditor-Controller  
Chief Executive Office  
County Counsel  
Department of Human Resources  
Executive Office, Board of Supervisors  
Brence Culp  
Georgia Mattera  
Sergio Vasquez  
Randi Tahara  
Joseph Charney  
Susan Nissman  
Rick Velasquez  
Sussy Nemer

## ATTACHMENT A

REQUEST FOR INTERIM ORDINANCE AUTHORITY  
 PROVISIONAL ALLOCATION TO FIRE DEPARTMENT  
 FISCAL YEAR 2011-12

| <u>Classification</u>                       | <u>No. of Bud Pos</u> |
|---|-----------------------|
| Administrative Services Manager I           | 1.0                   |
| Carpenter                                   | 4.0                   |
| Electrician                                 | 6.0                   |
| Electro Mechanic                            | 2.0                   |
| Equipment Maintenance Supervisor            | 1.0                   |
| Equipment Maintenance Worker                | 4.0                   |
| General Maintenance Supervisor              | 1.0                   |
| General Maintenance Worker                  | 5.0                   |
| Grounds Maintenance Worker II               | 1.0                   |
| Plumber                                     | 3.0                   |
| Senior Carpenter                            | 1.0                   |
| Senior General Maintenance Worker           | 1.0                   |
| Senior Plumber                              | 1.0                   |
| Senior Welder                               | 1.0                   |
| Administrative Assistant I*                 | 1.0                   |
| Administrative Services Division Manager I* | 1.0                   |
| Building Crafts Superintendent II*          | 1.0                   |
| Carpenter Supervisor*                       | 1.0                   |
| Electrician Supervisor*                     | 1.0                   |
| Environmental Engineering Specialist*       | 1.0                   |
| Plumber Supervisor*                         | 1.0                   |
| Secretary III*                              | 1.0                   |
| Senior Electrician*                         | 1.0                   |
|   | <u>41.0</u>           |

\*These positions represent the Classification finding; the present classification will be deleted as part of the 2012-13 Budget.

**COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT  
FIRE DEPARTMENT  
2011-2012 FISCAL YEAR  
3-VOTE**

DEPT'S NO. 390-09DATE: JANUARY 17, 2012**SOURCES:**

Fire Department  
Special Services Budget Unit  
DA1-FR-40100-40191-2000  
Services and Supplies - \$1,403,000  
DECREASE APPROPRIATION

**USES:**

Fire Department  
Special Services Budget Unit  
DA1-FR-40100-40191-1000  
Salaries and Employee Benefits - \$378,000  
INCREASE APPROPRIATION

Fire Department  
Administrative Budget Unit  
DA1-FR-40100-40111-1000  
Salaries and Employee Benefits - \$16,000  
INCREASE APPROPRIATION

Fire Department  
Special Services Budget Unit  
DA1-FR-40100-40191-6030  
Capital Assets - Equipment - \$1,009,000  
INCREASE APPROPRIATION

**Sources:**

|    |           |
|----|-----------|
| \$ | 1,403,000 |
|----|-----------|

**Uses:**

|    |           |
|----|-----------|
| \$ | 1,403,000 |
|----|-----------|

BA#051

Cory 1/4/12

Sullivan 1/4/12

COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S .  
NO. 390-09

DEPARTMENT OF FIRE

January 17, 2012

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12  
3 - VOTE

SOURCESUSES

SEE ATTACHMENT B

SOURCES TOTAL: \$ 1,403,000

USES TOTAL: \$ 1,403,000

JUSTIFICATION: TO PROVIDE THE NECESSARY APPROPRIATION FOR THE IMPLEMENTATION OF THE CONSTRUCTION & MAINTENANCE DIVISION REORGANIZATION.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

AUTHORIZED SIGNATURE:

*Les Seidman*  
LES SEIDMAN, ASSISTANT CHIEF  
FINANCIAL MANAGEMENT DIVISION

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

29

JAN 17 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

☐

ACTION

☒

RECOMMENDATION

☒

APPROVED AS REQUESTED

☐

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

B.A. NO. 051

*Conroy*  
Jan. 4 20 12

CHIEF EXECUTIVE OFFICER

BY

*Shel Wind*  
January 4 20 12

SEND 6 COPIES TO THE AUDITOR-CONTROLLER